



***Health Services***

***MANAGEMENT OF HUMAN IMMUNODEFICIENCY VIRUS ANTIBODY TESTING PROGRAM***

This instruction consolidates and implements HIV testing procedures as required by DoD and HQ USAF. It applies to all active duty personnel assigned to Laughlin Air Force Base.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this regulation are 10 USC Chapter 15, 10 USC 8013, and EO 9397. Privacy Act statements as required by AFI 37-132 are on the appropriate form. System of records notice F168 AF SG C, Medical Record System, applies.

1. General: Policies for HIV antibody testing and management of individuals that are HIV antibody positive have been directed by the Department of Defense and HQ AFMOA as per AFI 48-135, Human Immunodeficiency Virus Program.

2. Procedures and Responsibilities:

2.1 Medical Group Commander:

2.1.1 Appoints a physician to counsel and medically manage patients that are HIV seropositive.

2.1.2 Receives copies of all positive HIV test results.

2.1.3 Forwards HIV test results to the Chief, Public Health Flight and SGH.

2.1.4 Notifies seropositive individuals of test results. This may be performed by the primary designated HIV physician coordinator (counseling physician) or specified alternate.

2.1.5 Through SGH, SGN, and SGP, ensures that personnel with patient contact know where HIV antibody test results are recorded on the AF Form 1480, Summary of Care, and what the entry means.

2.1.6 Through SGD, ensures that dental personnel with patient contact know where to find communicable disease information reported to the Dental Clinic on the AF Form 570, Notification of Patient's Medical Status.

2.1.7 Through SGD, SGH, SGN, and SGP, ensures patient care personnel are aware of pertinent DoD, HQ USAF, and HQ AETC policies on HIV.

2.1.8 Will ensure that Health Care workers are HIV tested IAW current guidelines. Duty restrictions for HIV positive health care workers will also be based on current guidance.

2.1.9 If homosexuality or UCMJ violation is indicated by the HIV positive member during interviews with medical personnel, the interviewer will inform the Director, Base Medical Services (DBMS) who will, in turn, inform the positive member's Commander. The DBMS will advise the commander of the statutory prohibition against adverse action against the member based on information gained during the medical interview and will refer the commander to the legal office for further information.

## 2.2 Laboratory:

2.2.1 Collects and ships blood samples for antibody testing.

2.2.2 At the time of sample collection for HIV testing for an OCONUS PCS, laboratory personnel will complete and return to the member part 2 of Air Force Form 3844, HIV Testing Notification Form. The member will then return the completed form to the Outbound Assignments section.

2.2.3 The laboratory manager will forward completed HIV Testing Notification Forms (not to include actual results) to the Drug and/or Alcohol Rehabilitation Program Director for specimens drawn from rehabilitation program entrants.

## 2.3 Public Health (PH):

2.3.1 Reports HIV antibody positive patients to the Dental Infection Control Officer using AF Form 570, Notification of Patient's Medical Status. Other providers are advised of test results on AF Form 1480, Summary of Care.

2.3.2 With the designated HIV physician coordinator, counsels patients who are antibody-positive before they are sent to Wilford Hall USAF Medical Center (WHMC) for evaluation.

2.3.3 Informs the patient's commander of the positive test result and the requirement to issue the Order to Follow Preventive Medicine Requirements (Atch 1).

2.3.4 Notifies the laboratory officer and designated HIV physician coordinator of all initial HIV-positive test results.

2.3.5 Notifies and follows-up on active duty military or their dependents, stationed at Laughlin Air Force Base, who are named as contacts during the contact interview conducted at WHMC. PH at WHMC will arrange for notification and follow-up of other contacts. However, antibody-positive dependents or retirees may elect not to go to WHMC. In these cases PH at Laughlin Air Force Base will conduct the entire contact interview and make the appropriate contact notifications.

2.3.6 Reports diagnosed cases of AIDS and HIV infection to the local health department when the diagnosis is made in the medical treatment facility, and the patient does not go to WHMC.

2.3.7 Conducts education programs.

2.3.8 Ensures AF Form 422, Physical Profile Serial Report, has been completed for HIV seropositive individuals returned to duty. (This is a policy established by HQ TAC/SG Letter, SG 92- 003, dated 12 Feb 92.)

2.3.9 Ensures positive test results are entered on AF Form 1480.

## 2.4 Designated HIV physician coordinator:

2.4.1 Serves as point of contact for all patients with a positive HIV test.

2.4.2 Serves as the medical advisor to the 47th Medical Group Commander for all active duty HIV-seropositive individuals.

2.4.3 Arranges for active duty members that are HIV antibody positive to have initial and follow-up medical evaluations at WHMC. (WHMC notifies local medical treatment facilities when it is time to arrange for a return visit and does the same for Air Reserve Component (ARC) members when requested.)

2.4.4 Reviews AF Form 422 to determine if other restrictions are indicated.

2.4.5 Notifies spouses of ARC members who test positive for HIV.

## 2.5 Physical Examinations Section:

2.5.1 Completes AF Form 422 for signature by designated profile officer (physician). NOTE: A 4T Profile indicating the affected individual is no longer worldwide qualified is also initiated by the profile officer; however, local medical personnel do not medically disqualify an individual from an AFSC or recommend cross-training because the individual is HIV seropositive.

2.5.2 Forwards copies of AF Form 422 to Military Personnel (47 MSS/DPMAO) and to the organizational commander.

2.5.3 Places original copy of AF Form 422 in the outpatient medical record.

2.5.4 Ensures HIV testing is performed for accession and Conditional Reserve Status physical examinations.

2.5.5 Requests an HIV test for all individuals receiving an initial, separation, retirement, periodic, or long flight physical.

2.5.6 Posts HIV test results in Block 50 of SF 88 for retirement and separation physical examinations. HIV negative results, will be annotated as "HIV NEGATIVE" and HIV positive results will be recorded using the ICD code for positive serological or viral culture findings for HIV (795.8 and 042 classification codes). HIV test results need not be posted for periodic or flight physical examinations.

## 2.6 Health Care Providers:

2.6.1 May request an HIV test for clinical reasons.

2.6.2 If not active duty then the patient must sign a consent to test form for filing in the medical record.

2.6.3 Will screen all active duty obstetrics patients for evidence of HIV infection regardless of previous testing. Nonactive duty obstetrics patients will be strongly encouraged to be tested by their physician and may complete such testing after signing an HIV consent to test form.

2.6.4 Will refer all patients with Sexually Transmitted Diseases to Public Health Flight who will initiate HIV testing.

2.6.5 Will provide follow-up as medically indicated.

2.6.6 Will report seropositive results to Public Health and the designated counseling physician.

2.7 Chief, TriCare Flight: Will prepare a letter designating the spouse of an HIV positive ARC member as a health care beneficiary.

2.8 Drug and/or Alcohol Rehabilitation Program Director:

2.8.1 Will ensure that all active duty members entering rehabilitation are HIV tested. Dependents may also be tested upon signing an HIV consent to test form.

2.8.2 Each entrant will be provided with a HIV Testing Notification Form and will be told to report to the hospital laboratory.

2.8.3 Laboratory personnel will obtain an HIV specimen and complete Part 2 of the HIV Testing Notification Form which will be forwarded later to the program director. Note: Actual lab results will not be sent to the director.

#### 2.9 Unit Commanders:

2.9.1 Issue an order (Atch 1) directing individuals who test positive to the HIV antibody to follow preventive medicine requirements. When the order is given, a health care provider who is knowledgeable on the subject of HIV should be present to answer any medical concerns of the member. The commander and member will sign and date the order. If the member refuses to sign, the commander will note that the member refused to sign in the acknowledgment section.

2.9.2 Issue this order to members who initially test positive to the HIV antibody at Laughlin AFB and to members who are reassigned to Laughlin AFB from Wilford Hall Medical Center after initially testing positive at another base.

2.9.3 Give a copy of the order to the member and file the original in a secure manner to protect the privacy and confidentiality of the member. Send a copy to Public Health.

2.9.4 Upon the member's PCS, forward the original order in a sealed envelope to the gaining commander. Mark the envelope, "TO BE OPENED BY ADDRESSEE ONLY." When the member separates from the Air Force, destroy the order.

#### 2.10 47 MSS/DPMAO (Outbound Assignments):

2.10.1 Informs members selected for an OCONUS PCS of the requirement to be HIV Tested. HIV testing is required regardless of previous test date, but is no longer required prior to any OCONUS TDY.

2.10.2 Provides members a copy of AF Form 3844, HIV Testing Notification Form (Atch 2) and informs them to report to the hospital laboratory for HIV testing within 2 weeks of notification of the assignment.

2.10.3 Collects from the member, the HIV Testing Notification Form which was completed by laboratory personnel at the time of sample collection.

2.11 All Personnel will notify Public Health Flight after contact with blood or body fluids from a person known to be HIV antibody positive. PH will arrange for follow-up antibody testing as appropriate.

GARY A. WINTERBERGER, Colonel, USAF  
Commander

#### Attachments:

1. Order to Follow Preventive Medicine Requirements
2. AF Form 3844, *HIV Testing Notification*